

**PERSONNEL BOARD AGENDA**  
**Monday, November 1, 2010 - 6:00 p.m.**

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson, Mario Diaz, Member, Ann Infante, Member, Beatriz Sosa, Member, and Grecia Ferro Ameneiro, Member

Note: October 4, 2010 Personnel Board Meeting cancelled due to no quorum.

**AGENDA**

1. Introduction of new Personnel Board member Mario A. Diaz.
2. Request to hold **Elections** for the position of Vice-Chairperson due to the resignation of Vice-Chairperson Eddie Garcia.
3. Request to approve the minutes of the September 13, 2010 Personnel Board meeting.
4. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received September and October 2010:
  1. Linda Boston Parks and Recreation Department
  2. Joseph Harmon Police Department
  3. Alfredo Martinez Streets Department
  4. Esteban Saroza Streets Department
5. Report of **Leave Without Pay** List for September and October 2010.
6. Report of Civil Service **Appointments** for September and October 2010.
7. Report of Civil Service **Resignations** for September and October 2010.
8. Report of **Maternal/Paternal Leave** for September and October 2010.
  1. Victor Penalba Purchasing Department
  2. Veronica J. Mejia Water & Sewer Department
9. Report of **Leave of Absence** for September and October 2010. None

10. Request to certify eligibility list of **Firefighter (In-House)**.

11. Request to certify eligibility list of **Recreation Manager**.

(Challenge questions were addressed and test scores were adjusted accordingly. Challenge memo attached.)

12. Request to conduct a Civil Service examination for the **Electrician Apprentice** position with the following criteria:

- a. In-house
- b. 100% Performance
- c. Must obtain a score of 70% to be placed on the eligibility list.
- d. Merge current name on eligibility list.

Copy of **revised** job description and eligibility list are attached.

Range 49 - \$1094 - \$2309 Bi-weekly

13. Request to hear **Unfinished Business**.

13a. Request to conduct a Civil Service examination for the **Office Coordinator (Ivis Valdes)** position with the following criteria:

- a. In-house, non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a score of 70% on the oral portion.
- e. Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached.

Range 01 - Management

14. Request to hear **New Business**.

**NEXT PERSONNEL BOARD MEETING: "December 6, 2010"**

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.